

March 12, 2007

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:04 p.m. on Monday, March 12, 2007 at the El Retiro Branch Library.

2. ROLL CALL

Present: Commissioners Chappell, Gerber, Grogan, Haig, Lang*, Wang, and Chairperson Botello.

Absent: None.

Also Present: City Librarian Weiner, Principal Librarian Theyer, Supervising Librarian Tina Chen, and Youth Services Librarian Jay Spradlin.

*Commissioner Lang arrived at 7:30 p.m.

3. FLAG SALUTE

Commissioner Grogan led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Gerber moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

Chairperson Botello welcomed Torrance Youth Council members Chelsea Brewer, Cheiny Shiao, and Brad Moylan.

5. APPROVAL OF MINUTES

5a. MINUTES OF FEBRUARY 5, 2007

Commissioner Wang offered the following correction to the February 5, 2007 Library Commission meeting minutes:

Page 3, Item 6c, paragraph 1: "Commissioner Wang reported that she attended the last Youth Council meeting where Principal Librarian Theyer promoted the Live Homework Help program."

MOTION: Commissioner Chappell moved for the approval of the February 5, 2007 Library Commission meeting minutes as corrected. Commissioner Grogan seconded the motion; a voice vote reflected unanimous approval.

6. NEW BUSINESS

6a. FRIENDS OF THE TORRANCE LIBRARY REPORT

City Librarian Weiner announced a Friends hardback book sale on April 20-21, 2007 at Katy Geissert Civic Center Library, that the January 20, 2007 paperback book

sale had \$5,736 in gross sales, and that as of February 2007 there have been \$3,000 in Internet book sales.

6b. YOUTH COUNCIL REPORT

Youth Council member Chelsea Brewer, representing Chadwick School, announced a pancake breakfast on April 7, 2007 at the ATTIC and invited Commissioners to participate on the April 12, 2007 Beat the Odds scholarship committee.

Commissioner Wang indicated that she would like to serve on the selection committee.

Youth Council member Cheiny Shiau, South High School, provided information about the recent ASB joint meeting, upcoming ASB Bowl, and the April 1, 2007 Spring Boutique.

Youth Council member Brad Moylan discussed the upcoming Youth Forum where representatives from Torrance high schools discuss current events. He reported that topics of debate would include privacy protections in the United States, if school administrations should be exempt from the Fourth Amendment, and if the Constitution should be amended to allow foreign-born Presidents.

6c. BRANCH LIBRARY REPORT

Supervising Librarian Chen welcomed Commissioners and provided a Branch overview since the Commission's last visit. She noted that El Retiro Library was the first branch to be ADA compliant. She reported that she and Senior Librarian Phil Ross are doing an experimental split rotation, that two new pages have begun, and that almost all staff members have received SEMS/NIMS training. She discussed the Library's cooperative relationship with the homeowner's association, Hollywood Riviera's Sportsman's Club, and Garden Club.

She reported that staff has been busy weeding the collection in preparation for the branch shelving replacement project scheduled for this fall, noting that they are still working toward the goal of separating the juvenile nonfiction collection from adult nonfiction. She mentioned that the most highly circulated items are books on travel, home improvement, and gardening, as well as audio books and DVDs.

She provided information about the branch's family-oriented multicultural and literature-based programming. She reported that they have a monthly adult book discussion group and hosted two adult craft programs. She stated that there will be a Together We Prepare program in April 2007 and that her wish list includes more PCs for staff, expansion of the children's area, alley behind the facility paved, better lighting at the park entrance, and installation of a theft-detection system.

City Librarian Weiner noted that expansion of the children's area west into the park has been added to the State Library survey about facility needs.

Youth Services Librarian Spradlin reported that the manga and anime collection is very popular and that items have been added to the nonfiction juvenile collection

based on curricular needs. He stated that a lagging preschool story time has been replaced with an additional toddler session and described the Reading Partners and Writing Partners programs.

He shared information about 2006 programming that included a Fairy Tale Fear Factor, Wildlife on Wheels, Diwali, Peanuts, and Charlotte's Web. He stated that the Chinese New Year celebration had over 200 participants and upcoming programs include a March 14, 2007 St. Patrick's Day Stories & Craft and Spring Cleaning with Amelia Bedelia in April. He discussed outreach efforts and concluded his report with his wish list that includes better signage on Pacific Coast Highway and lighting for the grass area adjacent to the facility.

Chairperson Botello initiated a brief discussion regarding criteria that staff uses to weed book collections.

6d. SOUTHEAST LIBRARY HOMEWORK CENTER GRAND OPENING

City Librarian Weiner thanked Commissioners Gerber, Grogan, and Lang for attending the March 8, 2007 grand opening of the Southeast Library homework center.

Principal Librarian Theyer reported that the event was well attended and included Councilmember Witkowsky, Foundation board members, several City staff members, and corporate donors. She stated that the four computers and shelving have been installed and that the collection and school supplies have been purchased.

6a. FRIENDS OF THE TORRANCE LIBRARY

This item was taken out of order.

Friends Membership Chairperson Teresa Covey arrived and shared information about recruitment efforts and the five new volunteers who have been an enormous help.

6e. 2007 CLA LEGISLATIVE DAY

Chairperson Botello offered regrets that she will be unable to attend the 2007 California Library Association (CLA) Legislative Day on April 18, 2007 in the City of Sacramento. Travel arrangements, accommodations, last year's Legislative Day, and topics for discussion were briefly discussed.

Commissioner Lang reviewed available funds in the Library Commission budget.

Commissioner Haig expressed an interest in attending the event, with Commissioner Gerber offering to serve as backup.

MOTION: Commissioner Wang moved that the Library Commission set aside appropriate funds from its budget to send up to two Commissioners to 2007 CLA Legislative Day on April 18, 2007 in the City of Sacramento. Commissioner Gerber seconded the motion; a voice vote reflected unanimous approval.

6f. JOINT PROGRAM WITH ENVIRONMENTAL QUALITY COMMISSION

City Librarian Weiner announced that the Library was interesting in jointly sponsoring the showing of the documentary "An Inconvenient Truth" with the Environmental Quality and Energy Conservation Commission as part of the Real Books, Real Life program. She stated that the companion book would be Field Notes From a Catastrophe: Man, Nature, and Climate Change by Elizabeth Kolbert and that a tentative date is scheduled for June 27, 2007.

MOTION: Commissioner Gerber moved that the Library Commission co-sponsor the June 27, 2007 Real Books, Real Life program with the Environmental Quality and Energy Conservation Commission. Commissioner Chappell seconded the motion; a voice vote reflected unanimous approval.

Chairperson Botello and Commissioner Gerber volunteered to serve on an ad hoc committee to plan the event.

7. UNFINISHED BUSINESS

7a. HOMEOWNER ASSOCIATIONS CONTACTS

Commissioner Lang distributed an updated list of Torrance homeowners associations, a map, and a proposed script sheet for making telephone calls to gauge interest in receiving the Library Calendar of Events. Following discussion, it was decided to send a cover letter, a Calendar of Events, and a half-sheet to be returned to the Library. Commissioners Lang and Gerber volunteered to prepare the letter.

MOTION: Commissioner Haig, seconded by Commissioner Grogan, moved that funds not to exceed \$25 be expended from the Commission budget to mail letters to approximately 26 Torrance homeowners associations; a voice vote reflected unanimous approval.

7b. ATTENDANCE AT MARCH 24 CALTAC MEETING IN HUNTINGTON BEACH

Commissioner Chappell stated that he may not be able to attend the March 24, 2007 CALTAC meeting and Commissioner Gerber and Chairperson Botello expressed their intent to attend the event.

It was noted that attendance for up to six people was approved at the February 5, 2007 Library Commission meeting.

7c. UPDATE - PROGRAM PROPOSAL FOR OCTOBER 2007 CLA CONFERENCE

Chairperson Botello distributed copies of the proposal for a panel presentation at the California Library Association (CLA) Conference to be held in the City of Long Beach on October 26-29, 2007. She thanked Principal Librarian Theyer for her assistance in preparing the proposal that was submitted electronically.

7d. APPOINT MCLS SYSTEM ADVISORY BOARD REPRESENTATIVE

Commissioner Wang stated that she would not be able to attend the MCLS System Advisory Board meetings and Chairperson Botello volunteered to be the Commission's representative.

MOTION: Commissioner Wang moved to appoint Chairperson Botello to represent the Commission as the Metropolitan Cooperative Library System (MCLS) System Advisory Board representative. Commissioner Gerber seconded the motion; a voice vote reflected unanimous approval.

8. STANDING COMMISSION COMMITTEE REPORTS

8a. TORRANCE PUBLIC LIBRARY FOUNDATION

Commissioner Haig reported that topics of discussion at the February 14, 2007 Torrance Public Library Foundation meeting included the Southeast Library Homework Center opening celebration and that Paul Briggs from Exxon/Mobil agreed to be 1st Vice-Chair.

The next Torrance Public Library Foundation meeting is March 21, 2007 at noon at Katy Geissert Civic Center Library.

8b. TUSD ECT

Commissioner Grogan reported that Torrance Elementary was the featured school at the March 2007 ECT meeting and that API scores were announced. She stated that Torrance Education Foundation's teacher grants, a toy-making assembly line, and the film program at Torrance High School were also discussed.

9. MONTHLY DEPARTMENT REPORT

City Librarian Weiner announced that Community Services Director Barnett announced his retirement effective May 10, 2007 and that Jason Minter started as the new Senior Business Manager for the Administrative Services Division on February 26, 2007.

She announced the next community outreach meeting at South High School on April 17, 2007 and encouraged Commissioners to attend the May 8, 2007 and May 15, 2007 budget public hearings, with adoption of the budget anticipated on May 22, 2007.

She reported that the interior designer has sent the Library several floor plans for the first floor remodel of Katy Geissert Civic Center Library and that the Library is very close to switching over payroll input to Telestaff.

City Librarian Weiner announced that National Library Week is April 15-21, 2007 and that the Library would be asking for a Proclamation at the April 10, 2007 City Council meeting.

She reported that Library staff would have a public relations booth at Farmers' Market on April 7, 2007 and Commissioner Lang offered her assistance.

She announced "Full Circle", an exhibition of paintings by Ruby Wang, on March 19 through April 14, 2007, with a Grand Finale reception planned on April 14, 2007. She distributed information about the Aging in Place home makeover program, Meet the

Author with Joanne Oppenheim on March 24, 2007, and a screening of the documentary "Citizen Tanouye" on May 12, 2007.

10. ORALS

Commissioner Haig offered to submit the application to Starbucks for the June 2007 staff recognition event. He stated that he participated in Read Across America at Seaside Elementary School and Chocolate Lover's Day at Walteria Branch Library.

Commissioner Chappell shared information about an SAT preparation class at the SLK Learning Center.

Commissioner Gerber offered to send a sympathy card to Keri Gilbert on behalf of the Commission. She stated that she enjoyed the March 7, 2007 Harrison Scott lecture on the Ridge Route and announced a Meet the Farmer program at Katy Geissert on May 9, 2007.

Chairperson Botello announced UCLA's Festival of Books on April 28-29, 2007.

11. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the April 19, 2007 Library Commission meeting agenda were listed and include: CALTAC debriefing, 2007 CLA Legislative Day, Southeast Branch branch report/homework center, National Library Week, Library Commission budget, joint program with the Environmental Quality and Energy Conservation Commission, Library recognition breakfast, Starbucks update, Gene Barnett's retirement, budget modifications, homeowners associations report, and the Commission Annual Report.

12. ADJOURNMENT

MOTION: At 9:32 p.m., Commissioner Gerber, with a second by Commissioner Grogan moved to adjourn the meeting to Monday, April 9, 2007 at the Southeast Branch Library, 23115 South Arlington Avenue, at 7:00 p.m. and, hearing no objection, Chairperson Botello so ordered.

Approved as Amended April 9, 2007 s/ Sue Herbers, City Clerk
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